

LISTING OF PURCHASE CARD RESTRICTED ITEMS

The following items are restricted and **SHALL NOT** be purchased with the Purchase Card:

1. Conference or Registration fees that include meals or light refreshments. Although it is acceptable to use your Purchase Card for conference or registration fees, sometimes the fees include meals or light refreshments. These expenses are allowable to the extent that the meal or refreshment is included in the conference and registration fee and the vendor states they cannot separate the charge, and the conference is hosted by a non-government organization. For employees on travel status, per diem must be reduced by the cost of the meals provided in the conference or registration fee. No deduction is required for light refreshments.

Registrations that include lodging and transportation expenses are prohibited and not authorized to be placed on the government purchase card. They should be placed on the respective attendee's government travel card.

A cardholder is not authorized to use the government purchase card to make hotel reservations for federal travelers in an official travel status.

Cardholders may not make any conference registrations for contract employees with the government purchase card.

2. Purchase of food for non-federal attendees at agency sponsored conferences.

Effective April 2, 2008, the Assistant General Counsel for Administration at the Dept. of Commerce, has opined that appropriated funds may not be used to purchase food for non-federal employees at agency-sponsored conferences. This guidance supersedes the Dept. of Commerce Policy Regarding the Use of Appropriated Funds for Food at Formal Government Sponsored Conferences, issued March 6, 2006.

An agency may have food available at its conference by entering into a no-cost contract with a conference planner who can collect registration fees from participants to cover the expense of the food.

3. Individual membership fees. It is allowable to use your Purchase Card for "approved institutional" memberships (Director's Office, NIST) and "Organizational" memberships. Review the Standards Services Division's Institutional Membership website for the "voluntary standards bodies" and (scroll down) the "Professional Organizations" lists:

<http://www-i.nist.gov/ts/ssdintranet/inst-memberships.htm>

Personal memberships are strictly prohibited and are not authorized to be paid with the government purchase card. In accordance with 5 U.S.C § 5946, appropriated funds may not be used to pay membership fees of an employee of the united states in a society or association. The rule that has evolved under 5 U.S.C § 5946 is that membership fees for individuals may not be paid, regardless of the resulting benefit to the agency. An agency may, however, purchase a membership I its own name

upon an administrative determination that the expenditure would further the authorized activities of the agency, and this determination is not affected by any incidental benefits that may accrue to individual employees.

The above information is available at this link: <http://www.gao.gov/special.pubs/d04261sp.pdf>

4. Personal convenience items. This includes, but is not limited to:

- a. Coffee pots
- b. Refrigerators
- c. Microwaves
- d. Commuting expenses
- e. Parking Tickets
- f. Personal fines
- g. Gifts - **CAN NOT** use appropriated government funds using the Government Purchase Card (GPC) for personal gifts unless there is a specific statutory authority (i.e., Law or Act). Unauthorized purchases are, but not limited to: frames, plaques, Koozies (bottle or can holder), mugs, bags, tee-shirts, key chains, flashlights, ash trays, mouse pads, paper weights, jackets, and sweaters, etc. The intent of increasing morale and enhancing program support for conferences, reorganizations, and new programs, etc. is unauthorized. However, it is allowable to use your Purchase Card for the "Government Employee Incentive Awards," since there is a statutory authority which authorizes an agency to incur necessary expenses incident to its award program such as similar items specified in this paragraph.
- h. Entertainment - food/drink/alcohol/on-line porn sites/on-line dating
- i. Personal clothing
- j. Footwear – See Required Clearances at http://www-i.nist.gov/admin/amd/index_bc.html
- k. Decorative items (curtains, lamps, pictures, frames and framing, etc.)
- l. Personal qualification expenses
- m. Space heaters, fans, and humidifiers

Contact NIST A/OPC with questions on this restriction.

5. Telecommunication services. However, it is allowable to use your Purchase Card for monthly cellular airtime, monthly pager service and other recurring telecommunications charges as long as the total for each "type of service" does not exceed \$2,500.00 in the course of a Fiscal Year.

Note: The Purchase Card is intended to be used for purchases of a non-recurring nature, though recurring purchases in these areas are acceptable within the annual limits specified. Offices with recurring requirements for the same or similar types of supplies or services should contact the servicing acquisition office to explore more cost-effective means of meeting their acquisition needs.

The DoC Telework Policy, January 2003, prohibits the use of appropriated funds to pay for internet services for any employee working from home. Employees are required to cover the cost of all utilities incurred to maintain a workspace at home.

6. Cylinder gases. Cardholders shall not purchase any bottled gases with the government purchase card. All requirements shall be submitted on a C-Request. These are controlled/purchased by Procurement. Call x6317 and prepare NIST 293, Storeroom Requisition for Stock Items, or CD 435 for special gases.

7. Business Cards or paper stock to create your own card. It is allowable for NIST, NTIS and EDA to purchase business cards with the Purchase Card provided the following has been ensured:

- (1) Obtain the appropriate approvals
- (2) Cards will be provided for official purposes only; and
- (3) The cards conform to the required DoC business card format.

Note: Cards are required to be ordered via a Mandatory Federal Supply Schedule with NIB/NISH (JWOD). Order form and policy are found at:

http://www-i.nist.gov/admin/amd/index_bc.html

8. Copying, Printing and Duplicating:

- a. Includes copying, printing, binding, blank work, composition, platemaking, presswork, binding and micrographics as well as related supplies that are used and equipment that is usable in printing and binding operation. Note: Page charges and reprints published in non-agency publications can be charged on the Purchase Card provided prior approval is obtained from operating unit Printing Coordinator.
- b. Publication of scientific/research articles in professional journals (papers must have NIST WERB approval prior to publication).
- c. All printing requirements shall go through the NIST Printing Facility located in bldg. 101, Room B36, Phone number: (301) 975-2863.

9. Long-term rental or lease of land or buildings. Long-term is generally defined as one year or more.

10. Travel/Transportation/Vehicles (Department-owned or Leased Vehicles):

- a. Travel or travel-related expenses.
- b. Supplies or services for Department-owned or Leased Vehicles. Any supplies or services which should be placed on a travel card or fleet card, including the purchase of gas or oil. Contact the transportation office.
- c. Meals, drinks or lodging.
- d. Leasing of Motor Vehicles (not associated with official travel)

11. Cash advances.

12. Cash Returns

13. Copy paper. Must be at least 30% post consumable recycled. Cardholders may not purchase non-recycled paper. NIST, Gaithersburg must purchase copier/printer paper at the NIST Storeroom. This restriction does not apply to the NIST printing facility.

In accordance with Presidential Executive Order 12873, Federal Acquisition, Recycling, and Waste Prevention, October 20, 1993:

Sec. 504. Minimum Content Standard for Printing and Writing Paper. Executive agency heads shall ensure that agencies shall meet or exceed the following minimum materials content standards when purchasing or causing the purchase of printing and writing paper:

- (a) For high speed copier paper, offset paper, forms bond, computer printout paper, carbonless paper, file folders, and white woven envelopes, the minimum content standard shall be no less than 20 percent postconsumer materials beginning December 31, 1994. *This minimum content standard shall be increased to 30 percent beginning on December 31, 1998.*
 - (b) For other uncoated printing and writing paper, such as writing and office paper, book paper, cotton fiber paper, and cover stock, the minimum content standard shall be 50 percent recovered materials, including 20 percent postconsumer materials beginning on December 31, 1994. *This standard shall be increased to 30 percent beginning on December 31, 1998.*
14. Construction services (including building alterations, painting, installation of carpet, etc.). However, it is allowable to use your Purchase Card for construction services as long as the service does not exceed \$2,000 per transaction.
15. Paid advertisements in newspapers for any reason must have the pre-approval from the Head of the Contracting Office. This is in accordance with FAR 5.502(a) Paid Advertisements, Authority. Each advertisement requires a new approval. Approval should be maintained by the purchase card holder with the purchase card transaction file.
16. Tax. Cardholder is to notify vendor they are conducting an official Government purchase and that it should be tax exempt.
17. Bottled Water Service. Contact the NIST A/OPC with any questions on this restriction.
18. Check if items are listed on the “Requiring Special Clearances”:

http://www-i.nist.gov/admin/amd/clearances/required_clearances.shtml

You should obtain clearance from the Division listed with the document prior to using the Purchase Card. The clearance information should then be documented on the CPCS Order Log within the field entitled Notes.